



FOOD CATERING POLICY

Food Caterers at activities and events held at the Lakeville Heritage Center according to the following guidelines:

- If alcohol will be served at the event, refer to the Alcoholic Beverages Policy in addition to the Food Catering Policy.
- Catering areas must be left in a clean condition following each event. All refuse must be removed and placed in the dumpster in the parking lot on the east end of the building (behind the Heritage Center).
- Food and beverages must be kept in the rented room or space.
- The caterer will pay a user's fee of \$150 when catering an event where alcohol is being served.
- Caterers are responsible for all table coverings. Caterers are also expected to provide all plates, silverware and glassware for tables.
- Deliveries of supplies must be approved by, and arranged with, Heritage Center Management.
- Supplies must be removed by the end of the rental period unless approved by, and arranged with, Heritage Center Management.
- The Lakeville Heritage Center and the City of Lakeville are not responsible for articles left unattended or overnight.
- All catering must be approved in writing 30 days prior to the event. The Lakeville Heritage Center reserves the right to coordinate and determine the number and placement of catering stations.
- The Lakeville Heritage Center is a non-smoking facility. The caterer's employees must abide by this policy at all times.
- The caterer shall comply with all laws and regulations related to the preparation and disposal of food, and shall procure at its own expense all permits and licenses required by law or regulation for the operation of catering services. **The caterer will furnish the City of Lakeville with a copy of the applicable permits or licenses.**
- The caterer agrees that they will at all times, have and keep in force, at its expense, workers' compensation and employers' liability, automobile liability and professional liability insurance covering any injury caused by act or omission on the part of the caterer in the performance of, or with relation to, any of the work or services provided to be performed or furnished by the caterer.
- The caterer will furnish the City of Lakeville with a copy of its Certificate of Liability Insurance naming the City of Lakeville as additional insured.
- The caterer shall be deemed to be an independent contractor and not an employee of the Lakeville Heritage Center or the City of Lakeville. Any and all agents, servants or employees of the contractor or other persons, while engaged in the performance of any work or services required to be performed by the Lakeville

Heritage Center, or the City of Lakeville, its agents, servants, employees or other persons, shall in no way be the obligation or responsibility of the Lakeville Heritage Center or the City of Lakeville. The contractor, its agents, servants or employees shall be entitled to none of the rights, privileges or benefits of the Lakeville Heritage Center or the City of Lakeville.

- The caterer further agrees to defend and hold harmless the Lakeville Heritage Center and the City of Lakeville from any claims, demands, actions or causes, or action arising out of any performance of, or with relation to, the work or services provided to be performed or furnished by the caterer under the terms of this agreement.

ALCOHOLIC BEVERAGES POLICY

Alcoholic beverages may be served at activities and events held at the Lakeville Heritage Center according to the following guidelines:

- Except as otherwise specifically provided in this policy, the sale, consumption and display of alcoholic beverages is prohibited at the Heritage Center.

Service Clubs renting space at the Heritage Center may allow club members to consume beer and wine. "Service Club" means: an incorporated organization organized under the laws of the state for civic, fraternal, social, or business purposes, for intellectual improvement, or for the promotion of sports, or a congressionally chartered veterans' organization, if: (1) 51% of its active members reside or work in Lakeville and (2) the Service Club has regular meetings or activities in Lakeville at least three times a year.

- The holder of a caterer's permit may sell intoxicating liquor as an incidental part of a food service that serves prepared meals.
- Lakeville Municipal Liquor may sponsor, host, conduct "tastings" for educational and fundraising activities.
- All Renting Organizations/Individuals distributing and/or consuming alcohol in the Lakeville Heritage Center must comply with and abide by all Federal, State and Municipal laws and ordinances.
- Alcoholic beverage service will end no later than 11:00 p.m. Alcohol must stay in a clearly defined rental space. The Renting Organization/Individual will be responsible for making sure its guests follow this policy. All containers used for consumption must also remain in the defined space.
- Violation of the rules set forth in this policy may result in the denial of future rental requests, cancellation of future reserved space at the Lakeville Heritage Center and forfeiture of the damage deposit.